

Process Name: Personnel Administration	Process Identifier: PA
Sub-Process Name: Longevity	Sub-Process Identifier: PA-8

Sub-Process Purpose and Objectives: Management of longevity payments, and maintenance of longevity information **Sub-Process Description**: The process of reviewing and updating longevity information may begin in one of two ways. First, the process may be initiated when an agency identifies a potential error and forwards this information to Personnel. Second, Personnel receives a monthly report that identifies longevity payments to be made that month. These are reviewed for potential errors. Once the potential error is identified, Personnel and the agency review the data and make any required adjustments to the employee's longevity information. If this results in a manual longevity payment to the employee, the agency is notified and they create a supplemental payment transaction, which is then processed, in the next payroll run.

Longevity credit is determined monthly based on whether the employee was on paid status for the major portion of the month. If not, the longevity due date is advanced one month.

Sub-Process Trigger(s):

Key Sub-Process Participants:

• Longevity payments due

Personnel

Possible error in longevity dates identified

Agency

Inputs:

Input	Format	Volume/Time	Suppliers
Personnel master file	Database	45,000 active employees	Personnel and agency users
Changes to longevity information	Transaction form		Agency, Personnel
Longevity payment report	Report		Personnel, Agency

Outputs:

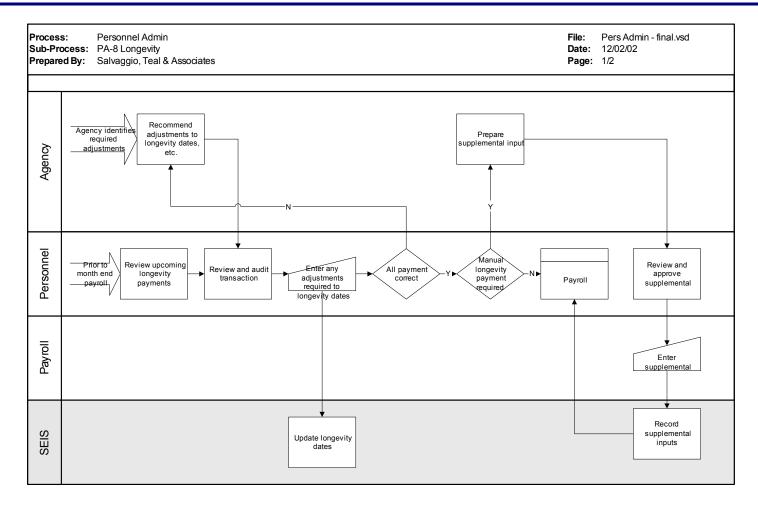
Output	Format	Volume/Time	Recipients
Updated personnel records	Database		Personnel and agency
Supplemental data	Online		Payroll



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Process Name: Personnel Administration	Process Identifier: PA	
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Performance Measures Tracked:		
Measure	Approx. Value	Target Value
Laws, Regulations, and Policies That Govern Sub-Process: TCA 8-23-206 Current Sub-Process Issues/Problems:		
Improvement Opportunities:	0	-11
Opportunity Merge cells to link one Opportunity to multiple impacts)	Organizational Impacts (Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)	
Applications that Support the Sub-process	·	•
Application Name(s) (Internal name and vendor's name) SEIS	Technology Description (Programming vendor, language, platform, database, etc.) In house developed, COBOL, IBM mainframe, IMS	







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Process: Timekeeping & Leave Accounting
Sub-Process: PA-8 - Longevity
Prepared By: Salvaggio, Teal & Associates

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Accrue longevity
months based on hours on paid status